***[DRAFT - TO BE PLACED ON DISTRICT LETTERHEAD]***

[Date]

VIA HAND DELIVERY and CERTIFIED US MAIL

[Employee Name]

[Employee’s Home Address]

Re: NOTICE OF PAID ADMINISTRATIVE LEAVE

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you are being placedon paid administrative leave pending an investigation into your actions and/or inactions that could lead to discipline, up to and including termination. If required,District employees will be told simply that you are on an authorized leave of absence. You will remain on paid administrative leave until further notice.

At this time, to protect the District’s interests and yours, I am directing you as follows:

1. You are directed to immediately surrender to me:

a. all keys to District property issued to you;

b. all District credit cards issued to you;

c. all District cell phones in your possession; and

d. any other District property in your possession including, but not limited to, vehicles, electronic files, documents, computers, electronic devices and related peripherals.

2. You are directed to stay away from District property, including all campuses, and school sponsored events unless you have my prior, express written consent to enter/participate. If necessary,I will make arrangements with you for a mutually agreeable time and place for you to pick up any personal possessions that may be on District property.

3. In order to protect the integrity of the investigation, except for contact you may need to make with me or your union representatives you are directed not to contact District employees, students, parents, or any other potential witness about the investigation or about any evidence that may be reviewed as part of the investigation.

For purposes of this directive, “contact” means communication via telephone, text, e-mail, or any other form of communication. This directive shall remain in effect while you are on paid administrative leave and through the pendency of the investigation. This directive is not intended to prevent you from consulting your union representatives or from engaging in protected concerted activity.

4. While on paid administrative leave, you are directed to remain available by telephone, during your normal duty hours, so that you can be contacted if the need arises. You are further directed to be available to report for duty during your normal duty hours if instructed to do so by me.

5. You are directed to provide me with your telephone number at the time you receive this letter.

Your failure to comply with the above directives may be considered as insubordination, which could lead to discipline, up to and including dismissal. Please contact me with any questions you may have.

Very truly yours,

District Superintendent

cc: [Association]